



# ACCESSORY STRUCTURE PERMIT APPLICATION CHECKLIST

(Shed – Pergola – Covered Patio – Summer Kitchen – Etc.)

City of Atlantic Beach Building Department

800 Seminole Rd, Atlantic Beach, FL 32233

Phone: (904) 247-5826 Email: [Building-Dept@coab.us](mailto:Building-Dept@coab.us) Website: <http://coab.us>

\* [Click here for Permit Submittal Instructions](#)

## REQUIRED PERMIT APPLICATIONS

- [Building Permit Application](#) (check “new” in the class of work)
- [Construction Site Management Checklist](#)
- [Impervious Surface Calculation Formula](#) (if applicable)

## MINIMUM PLAN SUBMITTAL REQUIREMENTS

- Job value must be listed on permit application
- One (1) digital Survey or Site Plan showing the location of work and setback dimensions to all property lines
- One (1) digital copy of NOA’s or State of Florida Product Approval
- One (1) digital set of Drawings (signed and sealed by a Florida Licensed Architect/Engineer) **PRE-FAB STRUCTURE**
- One (1) digital set of Plans (signed and sealed by a Florida Licensed Architect/Engineer) **SITE-BUILT STRUCTURE**

## PERMIT REVIEW STOPS (Your application will be reviewed by the following departments)

- Building Department
- Planning and Zoning
- Public Works

## OTHER REQUIREMENTS AND INFORMATION (where applicable)

- [Electrical Permit Application](#) (if applicable)
- [Mechanical Permit Application](#) (if applicable)
- [Contractor Registration Requirements](#) (if the Contractor is not registered with the City of AB)
- [Owner/Builder Affidavit](#) (if Owner/Builder AND Homestead Exempt)
- [Notice of Commencement](#) (if job value over \$2,500 required before 1st inspection)

## WHAT TO EXPECT

- You will be contacted if you are missing any documents (approximately 10 days after submission)
- Resubmission of documents can be made by emailing [Building-Dept@coab.us](mailto:Building-Dept@coab.us)
- Resubmission of documents shall include a [Revision Request/Correction to Comments Sheet](#)
- Permits will be issued approx. 7-10 business days after all correct documents have been received and approved
- Permit will not be issued until all departments have approved it and payment has been made
- Schedule your inspections by calling 904-247-5814 before 4:00 p.m. for a next day inspection

**Please note that this checklist is not intended to be all-inclusive  
Due to changes in codes, regulations, and ordinances, other requirements may apply.**